

FASTDATA SITE CONVERSION PLAN

Before installing the GUI Site release 00-01a, there are a few steps to go through to prepare your existing data.

1. First, you should have downloaded the Out Year data from your Fund Administrator and executed the 'Year End' Process. Your Current fiscal year should be 2000.
2. Next you will need to back up your data in the DOS Site module. Back up the following directories: C:\FASTDATA\CCSTAT, CC01, CC00, CC99, CC98, CC97, CC96, and CC95. You can use the DOS Backup and Restore utility within the DOS Site module, copy your files to a LAN drive or zip your files to a floppy diskette. When your backup is complete, verify that it is correct.
3. The next step is to verify that your funds are in balance in the DOS Site module. Accomplish this by selecting option 'G' from the Utilities menu. This process will recalculate your funding data. This will ensure the detail ACRN/Line items balance to the Job Order cost totals. Remember to ensure that all users are off-line prior to executing the Recalculate Obligations process. If errors are encountered in the Recalculate Obligations process, you must print the error report.
4. Print the Status of Funds and the Document Status Log reports for all Fiscal Years. This information will be used after conversion to balance funding information between the DOS Site and the GUI Site module.
5. The final conversion preparation step is to verify a few important system settings on your workstation. If you are a Windows NT user, verify that the OS variable is set to one of the following: WINNT, WIN_NT, WindowsNT, or Windows_NT. Check the FILES and BUFFERS parameters at the bottom of your C:\WINNT\SYSTEM32\CONFIG.NT' file: FILES=99, BUFFERS=32. For Windows 95 or 98 users verify the FILES and BUFFERS in your C:\CONFIG.SYS file. If you have any questions regarding these settings or your settings are incorrect, please contact the FASTDATA Help Desk.

You are ready to start the GUI Site Conversion process.

6. Download the GUI Site module from the DFAS FTP server at <ftp://fastdata@sw-dist1.dfas.mil/fastdata> for Netscape or <ftp://fastdata:fastd2000@sw-dist1.dfas.mil/fastdata/> for Explorer 4 or <ftp://fastdata@sw-dist1.dfas.mil/fastdata> for Explorer 5. The FTP process will download the software in about 5 minutes. When asked, enter 'fastd2000' and select the GUI Site software (approx. 30 meg of data). You must have Netscape version 4 to use this process. The regular web page access is also available. Go to the FASTDATA web page at <http://navweb.secnav.navy.mil/fastdata>. From the main page select 'FASTDATA Information'. From the FASTDATA Information page Select number 14 'FASTDATA Documentation/Software Downloads'. From there, select 'FASTDATA GUI / Site / Software'. Then select the means by which you choose to download Release 00-01a. You will also need to download the GUI Site module User's Manual. The files are large and the duration of the download process will vary. If you experience problems downloading, please contact the FASTDATA Help Desk. If you are a standalone user, follow instructions in Chapter 2 of the GUI Site module Users Manual to install the software. If you are a LAN user, contact the FASTDATA Help Desk for further instructions prior to attempting to install the software.
7. If you have successfully installed the software, you are now ready to convert your existing data. Select the GUI Site Conversion icon from the FASTSITE Program Group off the START Menu to initiate the conversion process. Sign on to the application with the default User-ID FSUSER and

Password FSUSER. Use the Browse feature and locate the DOS software C:\FASTDATA\CCSTAT directory and the 'GB10' file. When you have correctly selected the location of your CCSTAT directory, the convert button at the bottom of the window will be enabled. Select the convert button. After a few moments, a window will appear with a list of one or more fiscal years to select. Highlight the current year, 2000, and select OK. When the pre-conversion process completes, enter your Fund Administrator System's FA ID when prompted (i.e. N12345). Your Fund Administrator will provide this identifier. Conversion will fill with 'X's' your old DOS User-ID. Your User-ID must be six characters. If you are not prompted to enter a Fund Administrator identifier, the pre-conversion process discovered errors in your data. Contact the FASTDATA Help Desk for assistance.

8. When the conversion process completes, print the results by selecting the Print button. There are a number of messages that you may see on your report. First, The conversion process may have changed the expense element on selected documents. This will occur if you have documents with a labor expense element but no labor authorization is available. You may also notice that the Job Order costs were adjusted. Conversion will adjust Job Order cost based upon details that converted from the DOS system. DD1164's and fuel chits are now treated as receipts and marked as final. If you have partial expenditures and a Final receipt the cost will be the receipt cost.
9. After the conversion process completes, sign on to the GUI Site software. Produce the Status of Funds and the DOC Status Log reports for all Fiscal Years.
10. Compare DOS reports to GUI reports, noting differences. While comparing your Document Status Log reports, if you are not satisfied with the GUI document cost, use the Update Document process in the GUI Site software to adjust documents' partial/final indicators or cost data.
11. Repeat steps 7-10 on your remaining Fiscal years. The only year which will show the User Id's that were created will be the first year that is Converted.

One final note. Please do not delete the data from your DOS system for at least 90 days, longer if possible. The Help Desk may need your DOS data to solve conversion problems. If you have trouble converting, you can call the FASTDATA Help Desk and they will assist you at 1-800-471-8713 ext 310.